

# Using the State Voter Authority Cards

Follow this checklist when a Pollbook does not have a printer or its printer does not work.

When it is launched, the Electronic Pollbook alerts the Check-In Judge if the printer is disabled or not connected.

When asked whether to disable the printer, press “**No**” and check connections.

Notify a Chief Judge if the problem is not corrected.

Election Day	
STEP	ACTIVITY
1	<ul style="list-style-type: none"> <li>➤ Locate the voter in the voter roster using the Electronic Pollbook.</li> <li>➤ Process the voter to the point of printing the <i>Voter Authority Card</i>.</li> </ul>
2	<ul style="list-style-type: none"> <li>➤ The Electronic Pollbook alerts the Check-In Judge that the printer is disabled or not connected.</li> <li>➤ When asked whether to disable the printer, press “<b>No</b>”.</li> </ul>
3	<ul style="list-style-type: none"> <li>➤ Obtain a <i>State of Maryland Voter Authority Card</i>.</li> <li>➤ Write in the voter’s name, date of birth, and political party affiliation as the information appears in the Pollbook. (Do <b>not</b> ask the voter to complete this part of the form.)</li> <li>➤ Write the voter’s ID number in the unlabeled empty space at the top left of the card.</li> <li>➤ If the voter will vote provisionally, check the box “Provisional Ballot” and enter the reason code number.</li> </ul>
4	<ul style="list-style-type: none"> <li>➤ Direct the voter to sign the card in the appropriate space.</li> <li>➤ Retrieve the card from the voter and initial it in the space under check box for provisional ballots.</li> <li>➤ Return the card to the voter.</li> </ul>
5	<ul style="list-style-type: none"> <li>➤ <b>If the voter will vote a standard ballot or Ballot Activation Card</b>, direct the voter to the Ballot Table.</li> <li>➤ The Voting Judge will               <ul style="list-style-type: none"> <li>• verify that the <i>State of Maryland Voter Authority Card</i> is complete.</li> <li>• initial the VAC in the space labeled “Initial”</li> <li>• place the VAC in the front pocket of the privacy sleeve</li> <li>• issue the voter a standard ballot or Ballot Activation Card and place in privacy sleeve</li> <li>• escort or direct the voter to an available voting booth or the Ballot Marking Device</li> </ul> </li> </ul>
6	<ul style="list-style-type: none"> <li>➤ <b>If the voter will vote provisionally</b>, direct the voter to the provisional area.</li> <li>➤ The Provisional Judge will:               <ul style="list-style-type: none"> <li>• verify that the <i>State of Maryland Voter Authority Card</i> is complete</li> <li>• initial the card in the space labeled “Initial”</li> <li>• place the card in the Provisional Voter Authority Card envelope when the voter has voted.</li> </ul> </li> </ul>